

# ITLS Professional Development: 32 - Printmedia\_WebPR\_Level1:Creating a Nameplate in PowerPoint

## Web PR – Level 1

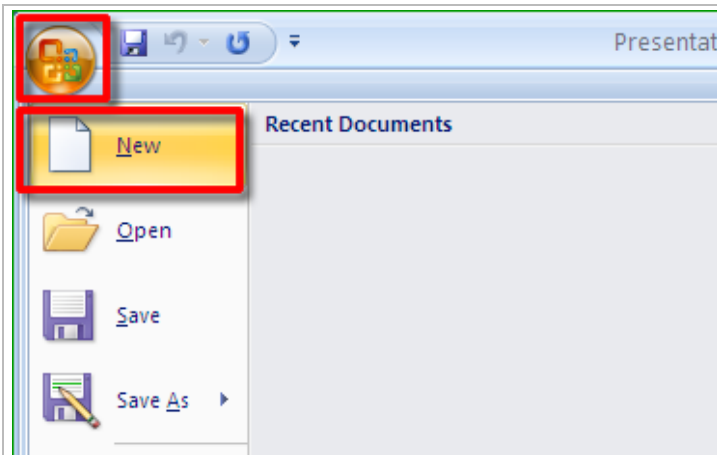
### Campus Newsletters (Creating Printed Materials)

**Return**

Note: Directions for **PowerPoint:mac 2004, version 11.5.7** are located at the bottom of the page

### Directions: How create a Newsletter Nameplate using PowerPoint

version used - MS Office PowerPoint 2007



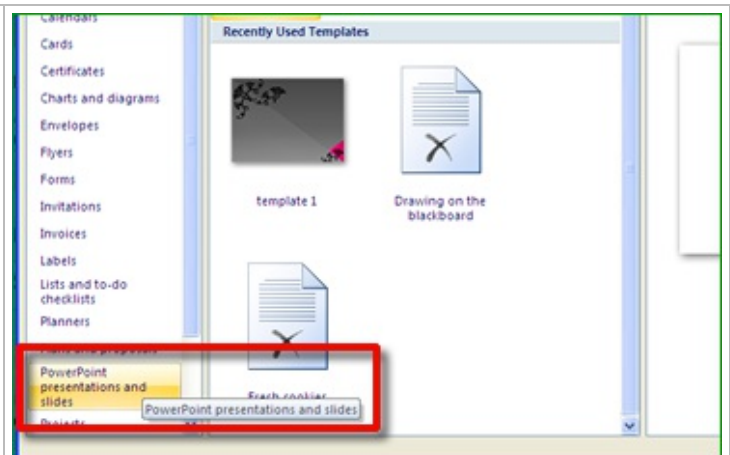
#### Step 1.

A nameplate is the banner on the front of a newsletter that identified the publication. It contains the name of the newsletter, graphics/logo, subtitle, motto, and publication information (volume, issue or date).

The new version of PowerPoint (MS PowerPoint 2007) relies heavily on keeping it's design objects (clipart images and templates) off of the user's computer and on the MS Office Online website. Users are now directed to 'search' and then 'download' items before they can be applied to their presentations.

To start:

1. Open a blank PowerPoint Presentation
2. Click on the 'Office Button'
3. Choose 'New'



#### Step 2.

In the 'New Presentation' window:

- Scroll down and located the 'PowerPoint and presentation slides' option (Under Microsoft Office Online)

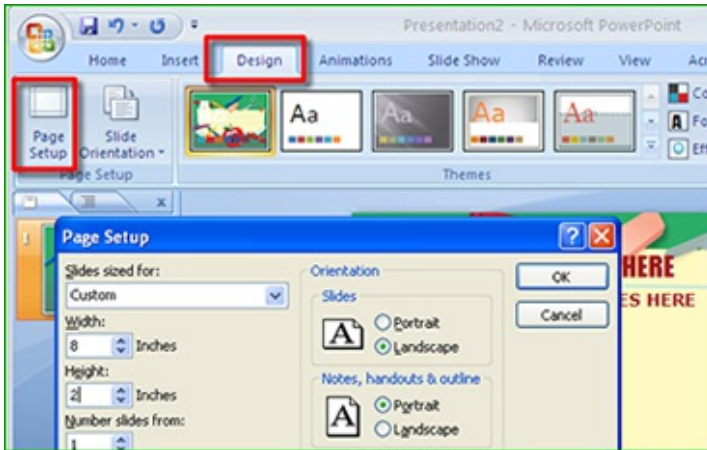
In the 'PowerPoint and presentation slides' area

- Click on 'Design slides (backgrounds)'
- Choose a slide design category
- Pick a slide design
- Click the 'Download' button

*Realize some of the slide designs will look skewed once we change the width and height of your slide.*

*And, some of the 'Design slides' may come with addition 'versions' of the same theme. Choose the one you wish to use*

with your nameplate and delete the rest.



### Step 3:

To create a nameplate that's a single image:

- Click on the 'Design' tab
- Click on the 'Page Setup' button, and change the width to 8 inches and height 2 inches
- Click OK

*Very Important: Be prepared to customize the width and height of the nameplate according to the available space in your newsletter template design.*

### Step 4.

Complete the nameplate by adding other elements, such as graphics/logo, publication information, etc.

- Click Insert, Text Box
- Type in the date and volume/issue
- To add an image, click Insert, Picture, ClipArt or Insert, Picture, From File



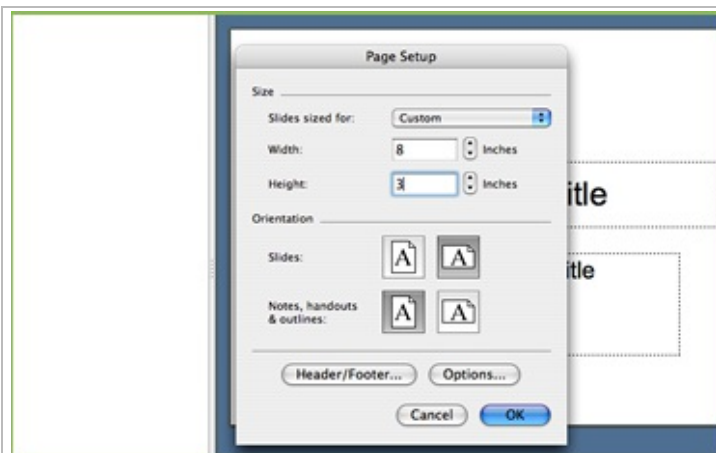
### Step 5.

Export your image as a picture to import into your newsletter. But first save your document (if you haven't already):

- Click Save and name your document
- Click Save As
- Choose JPG as your file type
- Choose to Export, Current Slide
- Locate your image
- Insert your image into your newsletter

## Directions: How create a Newsletter Nameplate using PowerPoint

version used - PowerPoint:mac 2004, version 11.5.7



### Step 1.

A nameplate is the banner on the front of a newsletter that identified the publication. It contains the name of the newsletter, graphics/logo, subtitle, motto, and publication information (volume, issue or date).

To create a nameplate that's a single image:

- Open a blank PowerPoint presentation
- Click File (2007- Design tab), Page Setup and change the width to 8 inches and height 3 inches
- Click Ok

*Very Important: Be prepared to customize the width and height of the nameplate according to the available space in your newsletter template design.*

### Step 2.

On the blank presentation, choose a background:

- Click Format, Slide Design (2007- click on Design tab, then click on drop-down menu.)
- Choose your background from the Slide Design Gallery
- Use the default text boxes to type in the name of your newsletter and the subtitle/motto
- For an added effect, you can select a design Theme to place on top of your background. (2007- click on Design tab, then select a theme from the list.)

*Realize some of the slide designs will look skewed due to the original's width and height.*



### Step 3.

Complete the nameplate by adding other elements, such as graphics/logo, publication information, etc.

- Click Insert, Text Box



### Step 4.

Export your image as a picture to import into your newsletter. But first save your document (if you haven't already):

- Click Save and name your document

- Type in the date and volume/issue
- To add an image, click Insert, Picture, ClipArt or Insert, Picture, From File

- Click Save As
- Choose JPG as your file type
- Choose to Export, Current Slide
- Locate your image
- Insert your image into your newsletter